



IP Office

20DS Unit

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Introduction

Introduction to the 20DS

This guide is for the 20DS used on an **IP Office** telephone system. The 20DS works in association with your 2030, 2050 or 20CC display phone to provide you with an additional 42 DSS keys.

You can associate several 20DS's with your phone. Linking kits are provided to link the 20DS to your display phone and to any further 20DS units.



Each 20DS requires its own telephone socket and a mains power socket.

- **DSS Keys: (Direct Station Select)**
Each DSS key can store an extension, line or group number. You can then use the key to dial that number using a single key press.
- **BLF Lamps: (Busy Lamp Field)**
The DSS keys incorporate dual-colour BLF lamps. These show the status of the number stored under the key. The lamps use different flashing rates and colours to show different conditions such as busy, ringing, on hold.

Setting Up the 20DS

The Power Supply Unit

The 20DS requires the use of a power supply unit (PSU) plugged into a mains power socket. You must **only** use the PSU's supplied with the 20DS unit.

WARNING: You must ensure that the PSU's ventilation slots are not obstructed and that there is clear space all around the PSU. Do not fit the PSU adjacent to other PSU's as excessive heat may be generated.

Associating the 20DS

Each 20DS unit is controlled by the 2030, 2050 or 20CC telephone plugged into the socket to the 20DS's left. Several 20DS's can be controlled by the same phone.

To test the associated phone:

1. Press **PROGRAM** on the phone and then press one of the 20DS's DSS keys.
2. If **ENTER PASSCODE** appears then you are using the correct phone that is associated with the 20DS unit.
3. Press **PROGRAM** again to end the test.

Testing the Keys & Lamps

The 20DS has a test cycle that checks all it's lamps and keys. You can do this without affecting the unit's programming (i.e. your phone and DSS key settings).

To test the keys and lamps:

1. Turn the 20DS's power supply off.
2. Whilst holding down the bottom-left DSS key, switch the power supply back on and then release the DSS key.
3. All the key lamps will come on green and you will hear a tone. All the key lamps will then switch to red and again you will hear a tone.
4. Only the top-left three DSS keys will now be on with green lamps.
5. Pressing the top-left DSS key again will now illuminate all the red lamps.
6. Pressing the top-left DSS key will illuminate all the green lamps.
7. Pressing the top-left DSS key yet again will switch all the lamps off.
8. Pressing any DSS key now will switch its lamp on/off in a red/green cycle.
9. To end the test, simultaneously press any two DSS keys in different columns.

Programming the DSS Keys

You can program each DSS key with a line, extension or group directory number. Once programmed, the key's BLF lamp displays the status of that number, eg. free, busy, ringing, etc.

Each key can also be used to store a personal speed dial, extending the phones range of personal speed dials by 42 per 20DS unit.

The programming is done through the 2030 or 2050 telephone associated with the 20DS.

To Program a DSS Key for an Extension, Group or Line

1. Press **PROGRAM** on the associated phone and then press the DSS key on the 20DS.
2. Enter the phone's passcode.
3. The display shows the current stored number (if set).
4. Press **●CANCEL** to clear the stored number.
5. Enter the number to store:
 - For an extension, line or group number, simply dial the directory number to store.
6. Select another DSS key or press **●DONE**.
7. Press **PROGRAM** to finish.

To Program a DSS Key for a Personal Speed Dial

1. Press **PROGRAM** and then **SPEED DIAL** on the associated phone.
2. Enter the phone's passcode.
3. Press the DSS key under which you want to store the personal speed dial.
4. The display shows the current stored number if there is one.
5. Press **●DELETE** to clear the stored number.
6. Enter the number to store and then press **●DONE**.
7. Select another DSS key or press **●DONE**.
8. Press **PROGRAM** to finish.

Using the DSS Keys

Use of the DSS keys to answer and make calls is covered by the User Guide of the 20 Series phone with which the 20DS is associated.

DSS Key Labels

Next to each column of DSS keys is an area in which you can label each key. You can remove the label cover to write on the card below.

To remove the label cover:

1. Insert a fine but not sharp point (e.g. end of a paper-clip) into the pin hole at the top of the label cover. Use this to squeeze the label downwards, the label should bow.
2. Lift the label cover clear and remove the card insert.

To replace the label cover:

1. Replace the card insert.
2. Slide the tabs on the bottom edge of the label cover into their slots.
3. Bow the label cover to slip the tabs on the top edge into their slots.

Label Template

A template exists for creating labels for the DSS keys on the 20DS and other phones on the 20 series that have DSS keys. The template file works with Microsoft Word.

To use the template:

1. Copy the file **dsskeyuk.dot** into the Word template directory, i.e. the directory containing other **.dot** files (this varies according to the version of Word and other Microsoft programs that you use, typically it is the **WINWORD** or **TEMPLATE** directory).
2. Start Word. Select **F**ile and then **N**ew....
3. From the list of templates select **dsskeyuk**.
4. Follow the instructions included within the template.

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